

Security Information

PRESENT FUNCTIONS

NEA/ ADMIN/ SUPPLY SECTION

(Quoted from NEA CIA Bulletin No. 25, dated 16 Sept. 1952)

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NEA/CIA BULLETIN

SUBJECT: Administrative Support for the NEA Division

1. Effective this date ---.
2. ---. These Sections will perform the following duties in close coordination with the appropriate country and staff branches:
 - a. Personnel Section ---.
 - b. Supply and Services Section will be responsible for the accomplishment of all actions necessary to provide supplies and services for personnel and activities within the NEA Division's responsibility to include:
 - (1) Procurement of supplies and equipment
 - (2) Office space and service
 - (3) Automobiles (official and quasi-personal)
 - (4) Parking facilities
 - (5) Shipping and transportation
 - (6) Real estate procurement
 - (7) Maintenance
 - (8) Physical security
 - (9) Miscellaneous services
 - c. Budget and Finance Section ----.

3. ---.

4. ---.

25X1A /s/

Chief

Division of Near
East and Africa

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- * It is understood that this function has since been transferred from the Supply Section.

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PROPOSED FUNCTIONS

NEA/ ADMIN/ SUPPLY SECTION

Major Functions:

1. Reviews programs and assists in development of project logistical annexes, other plans and documents concerning the logistical aspects of Division activities, and amendments thereto, to assure, through coordination with the Logistics Office, TSS, Commo., Medical Office and other technical components, that requirements are within available resources and foreseeable capabilities, and obtains Logistics Office and other concurrences where appropriate.
2. Provides specialized advice and assistance, to division components in the preparation and processing of logistical compilations and tabulations, using the advice and assistance of Logistics Office, TSS, Commo., Medical Office and the Senior Staffs as necessary in this regard.
3. Coordinates with Logistics Office to assure adequate and timely supply of materiel, including requirements for real estate and vehicles, for the field operational activities within the division's area of responsibility.
4. Receives and reviews supply requests from the field and coordinates, where necessary, with other Agency components having operational interest therein.
5. Prepares formal requests for supplies and equipment, with appropriate shipping instructions, and forwards to Logistics Office for action.
6. Coordinates division compliance with authorized requests from the Logistics Office for logistical tabulations, forecasts, inventories and reports, and prepares consolidations where necessary.
7. Reviews division T/E's and A's allowance and consumption factors, stock level requirements, etc., for adequacy.
8. Maintains liaison on behalf of the division with other DD/P and Agency components on logistical matters of common concern.
9. Coordinates the selection of logistical type personnel for assignment to division headquarters and the field establishment.

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AUTHORIZED T/ONEA/ ADMIN/ SUPPLY SECTION

BE-81	Supply Officer (Chief)	GS 2001 14	Note 1
BE-82	Supply Officer	GS 2001 12	
BE-83	Supply Officer	GS 2001 9	
BE-84	Administrative Officer	GS 301 7	
BE-85	Supply Clerk-Steno	GS 2001 5	Note 2

Note 1. Although the latest revision of the T/O reflects this position as a GS-14, it is understood that action has been taken to move the grade to the office of the Chief/Admin and reduce this position to a GS-13 - the incumbent is a grade 12.

Note 2. This position is vacant and has been for months. See Tab E for computation of manhours expended in the Section. The duties of this position have been assumed by Position BE-84 and others.

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JOB DESCRIPTIONSNEA/ ADMIN/ SUPPLY SECTIONPosition BE-81 Supply Officer (Chief) GS/2001/14:

Under general guidance of the Chief, Administration Staff directs and is responsible for providing a supply and services program for the efficient acquisition and control of property, services, real estate and related activities for the departmental and field actions of the NEA Division.

Advises the Chief, Administration Staff and other officials on material and services available through facilities of CIA, other governmental or commercial agencies and the timing, requirements or costs in utilizing such facilities.

Provides for review of current and in-process requests for supplies, equipment and services in order to determine:

1. Status and current approvals on projects to determine the appropriate lead time necessary and the necessary NEA Division approvals.

2. Requirements availability and priority in the use of funds.

3. Necessity for and adequacy of justifications on actions subject to CIA and DD/P policy determinations [REDACTED]

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4. Status of supply requests and controls exercised over back orders, changes in logistics requirements, misdelivery of items, security hazards arising during shipment and prior to delivery and other elements affecting operational support.

Provides for implementation of accountability and controls over field supply and service activity taken under delegated authority pursuant to regulations of CIA and DD/P staff elements including review of justifications and documentation for adequacy of statements [REDACTED]

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Provides for review of proposed T/O E&A in order to plan Supply and Service Section actions and meet cover or other operations requirements efficiently and economically.

Through experience in dealing with numerous agencies supplying equipment and supplies and the peculiarities involved in the movement and receipt of material in the area under jurisdiction of the NEA Division advises Division Officials, representatives of staff elements in DD/P, CIA, or cooperating organizations on the necessity for special handling, packing, [REDACTED]

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[REDACTED] supply and accountability for equipment and personal effects.

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The services and supply programs require developing and maintaining cooperative work contacts with officials and workers in a number of organizations as the constant verification of schedules calling for work through channels to remote units of agencies supplying material is the only means of assuring required delivery or the use of alternative [REDACTED]

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JOB DESCRIPTIONS

NEA/ ADMIN/ SUPPLY SECTION

Position BE-82

Supply Officer

GS/2001/12:

No job description available for this position.

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JOB DESCRIPTIONS

NEA/ ADMIN/ SUPPLY SECTION

Position BE-83 Supply Officer GS/2001/9 :

Currently, under the general supervision of the Chief, Supplies and Services Unit, NEA Division, my responsibilities consist of the following:

1. Am responsible for the preparation of all requisitions for supplies and equipment for NEA Division. In doing this I advise the operating branches of the NEA Division of the availability of material and assist [redacted] I arrange for timely delivery of supplies [redacted] to the final destination and maintain constant follow-up on delivery of such. Further, I coordinate and justify requests for supplies, equipment and services with the proper authority.

2. In being responsible for ordering and being accountable officer for all periodicals and publications for NEA Division I monitor requests for such from the requesting branches of NEA Division. I inform the requesters of established procedures in furnishing such periodicals and publications. Further, I follow-up and expedite delivery of the publications as required.

3. I perform miscellaneous services such as the moving of office equipment, telephones, buzzer systems, etc. In doing this I must maintain close liaison with the proper service offices of the Agency. I also supervise these services to ensure accuracy in fulfillment of the request and must maintain follow-up on the services requested to ensure their completion on the required date.

4. I prepare all correspondence necessary in carrying-out the responsibilities outlined above. The correspondence consists of instructions to the operating branches of NEA Division advising them of policies and procedures to be followed in regard to supplies and equipment, cables and dispatches to the field stations concerning accountability of property or requests for equipment, and memoranda to various offices of CIA concerning services, supplies or equipment requested. I also supervise the writing of this correspondence to ensure accurate details and correct form.

5. I make personal contacts with other offices of CIA such as the Procurement and Supply Office (Stock Control Branch), Technical Services Staff, Transportation Division, Building Services Officer, Building Maintenance and Utilities Division, RQM/OIS and the CIA Library. These contacts are necessary to secure the proper services, supplies and equip-

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ment for NEA Division.

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6. I furnish the Transportation Division with correct manifest

7. I am responsible for such other duties as may be assigned from time to time.

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JOB DESCRIPTIONS

NEA/ ADMIN/ SUPPLY SECTION

Position BE-84 Administrative Assistant GS/301/7:

Under the direction of the Chief, Logistics Section, NEA Division, serve as the Administrative Assistant for the Section.

1. Responsible for the preparation and routing of outgoing cables, dispatches and memoranda for the Logistics Section.

a. Assure that established and current procedures are effected in the preparation of all correspondence.

b. Assure proper routing for necessary action, coordination and distribution of correspondence.

c. Maintains a Top Secret log and a current daily log for dispatches and cables.

2. Responsible for reviewing and logging all incoming correspondence for the Section.

a. Notifies responsible members of the Section of the deadline that must be met in answering dispatches and cables.

b. Maintains a current daily log on dispatches and cables.

3. Responsible for reviewing shipping documents.

a. Examine and review shipping documents to assure proper content and quantity; [REDACTED]

b. Maintain and adjust Logistics Section records of all shipments.

c. Maintain a follow-up system and inform the Office of Logistics when cargoes have been received by the field.

4. Responsible for ordering and being accountable for all books, periodicals [REDACTED] required by NEA Division (Headquarters and Field).

a. Monitors and prepares requests for books, periodicals and

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[] to proper units in accordance with current procedures and regulations.

b. Maintains a record of all Library and [] requests from NEA Division.

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c. Maintains a follow-up system for timely delivery of all such requests.

d. Ensures that loan documents and books from CIA Library are returned.

5. Responsible for all Reproduction requirements of NEA Division.

a. Receives, monitors and prepares requirements for forwarding to the pertinent unit.

b. Maintains a log of all reproduction services requested for NEA Division.

c. Maintains a follow-up system for timely delivery of these requirements and the expeditious handling and delivery of finished product.

6. Responsible for necessary liaison within the Division and out of the Division in connection with assigned duties.

7. Responsible for such other duties as may be assigned by the Chief, Logistics Section.

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JOB DESCRIPTIONS

NEA/ ADMIN/ SUPPLY SECTION

Position EE-85

Supply Clerk-Steno

GS/2001/5:

No job description available for this position.

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COMPUTATION USED TO DETERMINE MANHOURS EXPENDED IN
THE NEA/ADMIN/SUPPLY SECTION PER AVERAGE MONTH

DETAIL

MANHOURS

1. T/O Authorizations 5
- Vacancies (HE-85) $\frac{1}{4}$
- Net on Board $\frac{1}{4}$
- 4 Persons x 8 hours x 21 days per month 672
2. Over-time: It has been stated that overtime will average as follows, per month:
- | | |
|-------------------------------|-----------------|
| Position HE-81 Chief | 8 hours |
| Position HE-82 Supply Officer | 16 hours |
| Position HE-83 Supply Officer | 16 hours |
| Position HE-84 Admin. Asst. | <u>16</u> hours |
- 56
3. Outside Help: A Sgt. assigned to the Project, but physically located in the Supply Section, spends $\frac{3}{4}$ of his time on Supply Section duties plus the time of transient personnel who spent time in the Section - estimated to equal the work equivalent of one full time person.
- 25X1A
- 168
4. ESTIMATED TOTAL MANHOURS AVAILABLE TO PERFORM SECTION DUTIES 896
5. Less time of Section personnel spent away from Supply Section:

TDY:

Averaged to arrive at a 'per month' figure based on calculation of TDY performed or planned during the last half of 1953:

1 Man	6 weeks TDY
1 Man	<u>12</u> weeks TDY - est.
Total	18 weeks

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This TDY is 18 weeks out of the 26 weeks in the six month period and equals approximately one man out of the Section 3/4ths of each month or 3/4ths of 168 hours at 120 manhours per average month.

120

Conferences and Meetings:

Conferences are estimated to require 20 hours per week (80 hours per month) of the time of GS-12 grade personnel

80200

6. Average manhours spent in performing Supply Section duties

696

7. Administrative-general service-housekeeping type of duties performed in the Supply Section are estimated to require the following percentage of the time of the individuals named:



GS-12	20%
GS-12	20%
GS- 7	20%
GS- 9	35%
	<u>15%</u>

Total time expended 110%

Converted to manhours 110% equals

185

8. Manhours spent on purely logistical matters
9. Converted to persons, this represents roughly three people required to perform the logistical responsibilities of the Supply Section and would indicate that the T/O should carry three positions authorizations.

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WORKLOAD FACTORSNEA/ ADMIN/ SUPPLY SECTION

1. Number of Projects, by type, which require the preparation of a Logistics Annex. _____
2. Number of requisitions per month, including price studies, prepared per month. 50
Line items on above - average 10
3. Number of property disposal actions processed per month. 0
4. Number of Cables and Dispatches prepared per month.
Cables 25-30
Dispatches 90-95
5. Manhours per month spent attending meetings and conferences. 80
6. Manhours per month spent in the review of proposed regulatory issuances. 10
7. Recurring and intermittent reports and man-hours spent on them per month.
Recurring Reports No. 0 Manhours 0
Intermittant Reports No. Very little demand Manhours 5
8. Number of actions and manhours expended per month on general services type activities.
Actions Not Available Manhours 185

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